Setting Up and Using NetMeeting
November, 2005
KMM

Setting Up NetMeeting

These instructions only have to be performed ONE time per machine. Some of you have already done a NetMeeting, and if so, yours is already setup and you can skip this section.
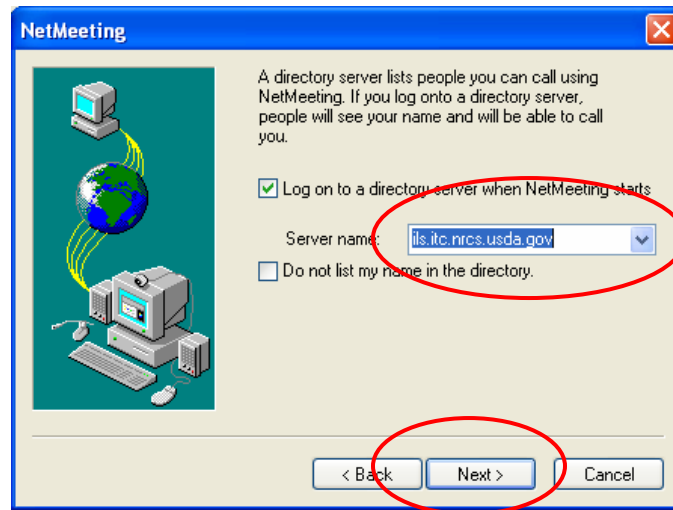
1. Click on Start – All Programs – Accessories – Communications – NetMeeting.
2. Click Next.

3. Type in your information in the required lines. Click Next.

4. Click on the arrow in the drop down box and select the ils.itc.nrcs.usda.gov choice. Click Next.


5. Click Next on the rest of the screens that follow and then click Finish when you get to the last screen. There will be a pause while your NetMeeting is being configured and then the NetMeeting window will open. Please be patient while the program configures.

Using NetMeeting

1. Double click on the NetMeeting icon on your desktop to open the program.
2. In the drop down window, type in the IP address of the person you are calling and then click on the call button.

   NOTE: To find your IP Address, click on HELP – ABOUT WINDOWS NETMEETING and the IP Address will be listed at the bottom of the window.
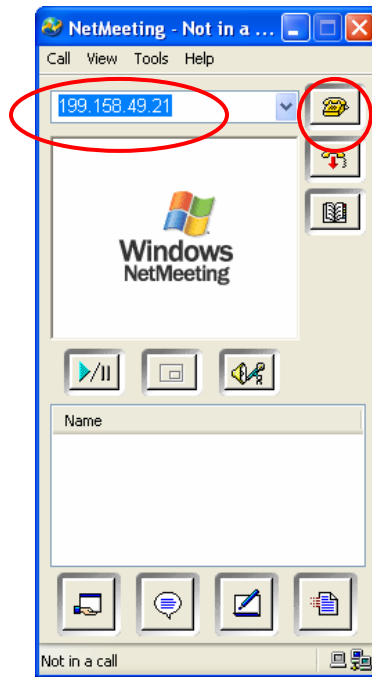

3. The person that you are calling needs to ACCEPT the call. Once the call goes through, the names of both parties will appear in the white NAME box at the bottom of the screen.

4. Click on the SHARE PROGRAM button at the bottom left of the screen.
   NOTE: Only one person needs to do this, that's the person that is sharing their desktop for the other person to see. If you are just "watching" you do not need to share your desktop.
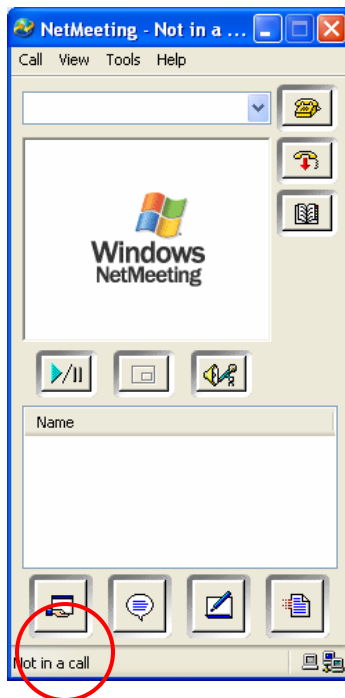
5. In the new window that opens, click on DESKTOP and then click SHARE.
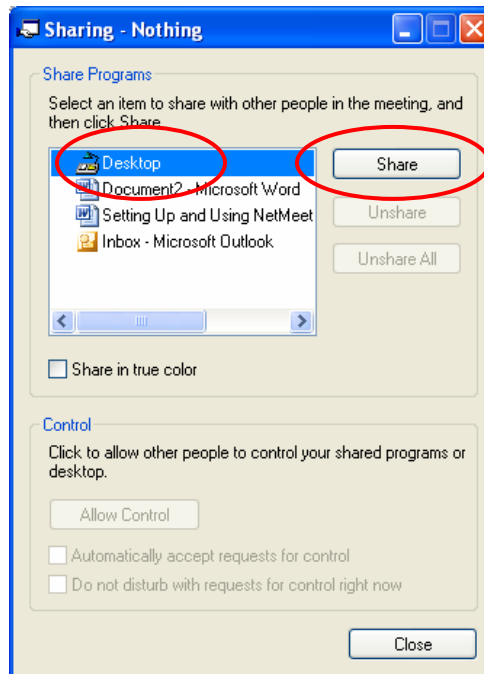
6. Click ALLOW CONTROL so that the other party can take control of your screen (if they want or need to). Then click CLOSE.

NOTE: To take control of someone's screen, the person first has to click ALLOW CONTROL as stated above. You then double click on the screen anywhere at anytime to request control. When the other party

wants control back, they double click in their screen to request control.
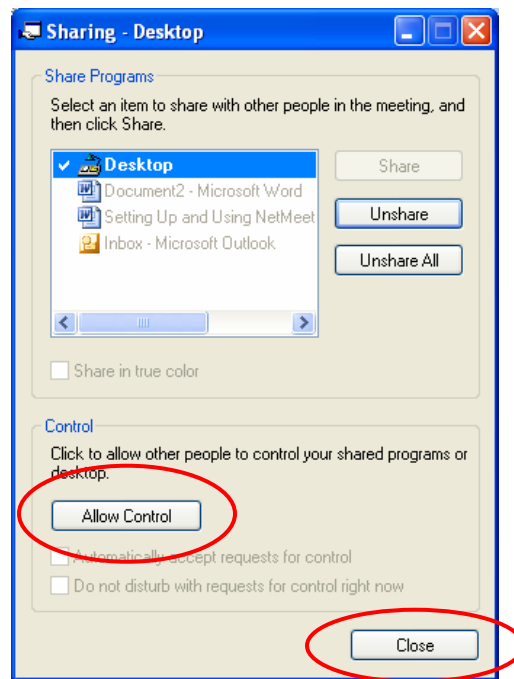
7. Once you have completed your NetMeeting, one party can hang up the call by clicking on the End Call button.